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2 UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF WASHINGTON

3 SUBJECT:

4 REVISED GUIDELINES FOR  
5 PREPARATION AND SUBMISSION  
6 OF MASTER MAILING LISTS

AMENDED ADMINISTRATIVE  
REGULATION NO. 1

7 The following guidelines have been approved by the Court and are issued pursuant to Local  
8 Bankruptcy Rule 5003-1(b) as the instructions of the Clerk of Court with respect to the preparation and  
9 submission of master mailing lists. They reflect technological improvements in the Clerk's Office and  
10 supercede Amended Administrative Regulation No. 1, dated June 9, 1995.

11 Pursuant to Local Bankruptcy Rule 1007-1 every bankruptcy petition shall be accompanied by  
12 a master mailing list containing the names and addresses of all creditors and the United States trustee.  
13 The master mailing list shall be submitted in the format designated by administrative regulation of the  
14 clerk.

15 Effective February 1, 2001, debtors whose petitions are prepared by an attorney or bankruptcy  
16 petition preparer as defined in 11 U.S.C. §110(a)(1) shall file an electronic master mailing list on  
17 computer diskette prepared in compliance with requirements set forth in *Instructions for Submission of*  
18 *Master Mailing List on Diskette*. In all other cases, debtors shall file a master mailing list on either  
19 computer diskette, or a master mailing list on paper in a scannable format prepared in compliance with  
20 the requirements set forth in *Instructions for Submission of Master Mailing List on Paper*.

21 Attorneys and petition preparers who do not currently possess the office automation equipment  
22 necessary to comply with this requirement may request a waiver. Such requests shall be made in writing  
23 at the time the paper list is submitted for filing with the court. A separate request for waiver must be  
24 made for each case presented without a list on diskette. Blanket waivers will not be granted. Those  
25 who regularly file bankruptcy petitions in this district will be expected to obtain the necessary equipment,  
26 or find alternate means of producing the list on diskette, within a reasonable period of time.

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## **1. Name and Address Standards**

The following standards apply to all names and addresses on the Master Mailing List:

- a. The creditor list shall be typed in a single column format.  
Each name and address block shall contain no more than five lines with a minimum of two blank lines between each block. Each line shall not exceed 30 characters.
- b. The creditor list shall be alphabetized by the first letter of the company or the first name.
- c. The last line of the address block shall only contain the city, state, zip code or foreign country, if applicable.
- d. ATTN: or C/O line shall be typed only on the line below the creditor name.
- e. Creditors shall be listed only once, even if there are multiple accounts. DO NOT include account numbers on the mailing list.
- f. DO NOT list the debtor(s), attorney for the debtor(s), the United States Trustee, the case name, case number, page number or any other header or footer information.
- g. The debtor shall provide a complete and accurate listing of creditors. Any creditor with an incomplete or unknown address at filing shall be addressed c/o the attorney for the debtor or c/o the debtor.

## **2. Instruction for Submission of Master Mailing List on Diskette**

The following standards apply to all master mailing lists submitted on diskette:

If using a third party petition software package:

- a. Save the creditors to a diskette. Name the file with the first initial of the debtor's name, the last name and the extension .txt, e.g. jsmith.txt.. If you are batch filing new cases, and submitting more than one master mailing list on a single diskette, name each list individually with the first initial of the debtor's name, the last name and .txt.
- b. Close the software program and open your word processing program.
- c. Open the debtor specific .txt file and ensure that the master mailing list complies with the Name and Address Standards contained in this Administrative Regulation.
- d. Choose the "Save As" function in your word processing software. In most software programs there will be a box that indicates the format of the document (e.g. Word

Document, WordPerfect 6/7/8). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.

- e. Save the file in the correct format.
- f. The court may require the debtor to resubmit the diskette if the data is not readable.

If you are not using a third party software package:

- a. Open your word processing program and enter the creditor list in accordance with the Name and Address Standards contained in this Administrative Regulation.
- b. Choose the "Save As" function in your word processing program. Name the file with the first initial of the debtor's name, the last name and the extension .txt, e.g. jsmith.txt.. If you are batch filing new cases, and submitting more than one master mailing list on a single diskette, name each list individually with the first initial of the debtor's name, the last name and .txt. In most software programs there will be a box that indicates the format of the document (e.g. Word Document, WordPerfect 6/7/8). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.
- c. If you are batch filing new cases, and submitting more than one master mailing list on a single diskette, name the list with the first initial of the debtor's name, the last name and .txt, e.g. jsmith.txt. Follow the steps in b. to save the master mailing lists in the proper format.
- d. The court may require the debtor to resubmit the diskette if the data is not readable.

### **3. Instructions for Submission of Master Mailing List on Paper.**

The following standards apply to master mailing lists submitted on paper:

- a. The mailing list shall comply with the Name and Address Standards section of this administrative regulation.
- b. The list shall be typed in black using standard typeface or word processing font,

Courier 10-pitch, Prestige Elite, or Letter Gothic. Proportionally spaced fonts or typefaces, such as italics or script, are electronically unreadable and shall not be used.

- c. The list shall not contain handwriting, stray marks, correction fluid or tape.
  - d. The list shall be typed in a properly aligned single column that is centered on the page.
- Top & bottom and margins shall be a minimum of one inch.

#### **4. Addition of Creditors to Master Mailing List.**

Pursuant to Local Bankruptcy Rule 1007-2(d) and Local Bankruptcy Rule 1009-1(d)(1) a supplemental mailing list shall be filed with any schedule that contains additions to a prior list or schedule of creditors or other interested parties.

- a. The list shall conform to the instructions for submitting a master mailing list on diskette or on paper.
- b. Only the names and addresses of the additional creditors shall be submitted.

Dated the 8 day of February, 2001.

Mark L. Hatcher  
MARK L. HATCHER  
Clerk of the Bankruptcy Court

**EXAMPLE OF CREDITOR MAILING LIST:**

ABC Co.  
c/o Joseph Smith  
Attorney at Law  
1234 Main St #567  
Seattle, WA 98101

IRS  
915 2nd Ave M/S 244  
Seattle WA 98174

Mary L. Jones  
18 Valley Way  
Anycity, NY 10101